

HR DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the HR Director exists is to plan, direct and administer the HR Consulting Services division and Resource Center, which includes the activities and operation of the recruitment and selection, classification and compensation, benefits, and organizational development systems in the Human Resources Department. Administers the HR Ordinance, Administrative Guidelines and other City-wide HR practices. This position also has broad managerial responsibility for the consultants and analysts that provide direct HR support to departments. This classification is supervisory. Work is performed under independent supervision by the General Manager Human Resources.

ESSENTIAL FUNCTIONS

Plans, develops, and directs the implementation of new programs in HR administration.

Provides advice and consultation services to City management staff on a wide range of Human Resources and employee relations' issues.

Recommends policy regarding employee-management relations, employee fringe benefits, Human Resources rules and regulations and procedures, training programs, employee selection and performance evaluation.

Exercises functional supervision of the administration of adopted Human Resources policies. Acts as the staff liaison to the Personnel Board and the Public Safety Personnel Retirement Board.

Serves as the contract administrator for the City's contract workers.

Takes a leadership role in continuous improvement efforts within HR and the City and serves as a role model in furthering the City's values.

Directs Human Resources-related studies and makes recommendation in order to promote maximum efficiency in the utilization of Human Resources.

Directs the preparation of reports and presentations concerning a variety of functions of a comprehensive Human Resources program.

Reviews new hires, promotions and transfers for the purpose of budgetary control and people planning.

Reviews written materials and attends meetings and conferences in order to keep informed of current Human Resources issues and practices.

Recommends compensation policy and salary adjustments.

Administers the job classification plan and makes recommendations regarding classifications of positions.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles and methods of position classification, wage and salary administration, recruitment and selection, training, employee benefits, and supervision and employee relations.

Quality management principles, practices and techniques of statistical measurements and application.

Ability to:

Supervise effectively

Take a leadership role in furthering the City's values in the organization

Prepare clear, complete, accurate and logical written and oral reports using proper sentence construction, grammar and punctuation

Establish and maintain effective working relationships with City employees, other organizations and the general public.

Operate a variety of standard office equipment, including a personal computer, a variety of computer software and other office equipment that require continuous and repetitive eye and arm or hand movement.

Communicate effectively both orally and in writing.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a bachelor's degree in public or business administration, human resources, or labor relations, or a related field and extensive experience in Human Resources Administration.

FLSA Status: Exempt

HR Ordinance Status: Unclassified